

Alberta Education Curriculum Match to Central Alberta Career Prep Resources

Grade 9

The Introductory Pick Up and Go Kits fulfill several Alberta Education learning objectives for Grade 9 Health and Life Skills, English Language Arts and Science. Additional lessons included in this curriculum match are from Central Alberta Career Prep's general Pick Up and Go Kit collection originally developed for high school students, but may easily be adapted for Grade 9 students.

ALBERTA EDUCATION LEARNER OUTCOMES

- L 9.1 Apply personal time management skills to a variety of learning opportunities
- L 9.2 Relate the value of lifelong learning to personal success and learning
- L 9.4 Refine personal goals and priorities relevant to learning and career paths
- L 9.5 Extend and improve a personal portfolio; e.g. include sample application form, personal resume, answers to typical interview questions
- L 9.6 Develop strategies to deal with transitional experiences: e.g. create a learning plan for transition to senior high school, keeping future careers in mind
- L 9.7 Analyze the potential impact of volunteerism on career opportunities
- L 9.8 Investigate personal safety procedures for working as a volunteer

CAREER PREP RESOURCES

**Get Ready:
Plan Your Career!**
(Introductory)

**Here's Looking At Me:
Beginning a Career Portfolio/
LIFE Pack**
(Introductory)

**Get Started:
Take the First Step!**
(Introductory)

**Get Smart:
Know Your Skills!**
(Introductory)

**Alberta Learning Information
Service (ALIS)
Government of Alberta Website
www.alis.alberta.ca**

**Get Noticed:
Resumes That Work!**
(Introductory)

**Get Attention:
Catchy Cover Letters!**
(Introductory)

**Get Hired:
Develop Great Interview Skills!**
(Introductory)

CAREER PREP LEARNER OUTCOMES

Students will:

- Develop an understanding of the word "career"
- Be able to identify the steps of the career planning process
- Learn the purpose of each of the steps in the career planning process
- Recognize the importance of understanding and using this process when making career decisions now and in their future

Students will:

- Develop self-awareness by coming to understand their own unique values, interests and accomplishments
- Understand the connections between their skills, strengths and interests, and future education and career choices
- Develop effective communication skills while presenting a preliminary portfolio to their teachers and peers

Students will:

- Understand why self-evaluation is an important step in the career planning process
- Recognize various methods of self-evaluation
- Increase their self-awareness by completing a variety of self-assessment activities
- Link the results of their self-assessments to occupational ideas of interest.
- Realize that self-evaluation is an ongoing, lifelong activity

Students will:

- Be able to define a skill
- Recognize the importance of knowing their skills
- Develop an understanding of the number and variety of skills they possess
- Identify sources of skill development outside the workplace
- Recognize the transferability of their skills to the workplace

Career Planning Website

- Assessments
- Occupation Research

Students will:

- Be able to explain what a resume is
- Recognize the purpose and importance of a resume
- Be able to distinguish features of a high quality resume
- Identify the components of a resume
- Produce a functional resume

Students will:

- Understand what a cover letter is and how it differs from a resume
- Develop awareness of the importance and use of a cover letter
- Be able to identify characteristics of an excellent cover letter
- Recognize key components of a cover letter
- Compose a targeted cover letter

Students will:

- Be able to identify a variety of opportunities that may require an interview
- Be able to explain the purpose of an interview
- Recognize what needs to be prepared prior to attending an interview
- Learn how to present a positive first impression at an interview
- Develop an awareness of typical interview questions

ALBERTA EDUCATION
LEARNER OUTCOMESCAREER PREP
RESOURCESCAREER PREP
LEARNER OUTCOMES

**Get Prepared:
Practice Your Interview Skills!**
(Introductory)

Students will:

- Develop answers to typical interview questions
- Experience the process of preparing for an interview
- Recognize areas of interview strength and areas requiring improvement after participating in a mock interview

**Get Involved:
Start Volunteering!**
(Introductory)

Students will:

- Recognize the benefits of volunteering
- Be able to identify the qualities of an outstanding volunteer
- Understand how to select a meaningful / beneficial volunteering opportunity
- Develop ideas about where to volunteer in their community

Wanted: One Great Employee

Students will:

- Identify some of the skills necessary for productive relationships and effective communication in the workplace
- Display the knowledge of appropriate personal management skills such as dependability, dress and conduct
- Understand that attitude contributes to being considered a valued worker

**Get Informed:
Know Your Rights!**
(Introductory)

Students will:

- Understand what the Alberta Employment Standards Code is and why it is important
- Develop an awareness of the regulations in place specifically for young workers under the age of 18 years
- Be exposed to some of the Alberta Employment Standards that could impact them as new and young workers
- Learn how to access support and further information regarding Alberta Employment Standards

Safety 1st at Work

Students will:

- Be able to enhance their appreciation of safety in the workplace
- Increase their knowledge of factors affecting workplace safety
- Realize the responsibility of workers for their workplace safety
- Become aware of the role played by law in workplace safety

**Safety@Work
Level 1**

Students will:

- Develop an understanding of the importance of safety in the workplace
- Become knowledgeable about the risk factors that apply to young workers
- Be able to identify and assess various safety and health hazards
- Recognize the role of both employers and employees in maintaining a safe and healthy work environment
- Develop an awareness of provincial laws established to ensure safe workplaces

GENERAL OUTCOMES

1.1 Discover and Explore

- Develop and extend understanding by expressing and responding to ideas on the same topic, in a variety of forms of oral, print and other media texts

1.2 Clarify and Expand

- Integrate own perspectives and interpretations with new understandings developed through discussing and through experiencing a variety of oral, print and other media texts

2.2 Respond to Texts

- Compare and contrast own life situation with themes of oral, print and other media texts

2.4 Create Original Text

- Generalize from own experience to create oral, print and other media texts on a theme

3.1 Plan and Focus

- Relate personal knowledge to ideas and information in oral, print and other media texts
- Ask questions to focus on particular aspects of topics for own investigations
- Recall and follow directions for accessing and gathering ideas and information (cont'd...)

**Get Ready:
Plan Your Career!**
(Introductory)

Students will:

- Develop an understanding of the word "career"
- Be able to identify the steps of the career planning process
- Learn the purpose of each of the steps in the career planning process
- Recognize the importance of understanding and using this process when making career decisions now and in their future

**Get Started:
Take the First Step!**
(Introductory)

Students will:

- Understand why self-evaluation is an important step in the career planning process
- Recognize various methods of self-evaluation
- Increase their self-awareness by completing a variety of self-assessment activities
- Link the results of their self-assessments to occupational ideas of interest
- Realize that self-evaluation is an ongoing, lifelong activity

**Get Smart:
Know Your Skills!**
(Introductory)

Students will:

- Be able to define a skill
- Recognize the importance of knowing their skills
- Develop an understanding of the number and variety of skills they possess
- Identify sources of skill development outside the workplace
- Recognize the transferability of their skills to the workplace

ALBERTA EDUCATION LEARNER OUTCOMES

- Synthesize ideas and information from a variety of sources to develop own opinions, points of view and general impressions
- 3.2 Select and Process**
 - Obtain information reflecting multiple perspectives from a variety of sources, such as expository essays, graphs, diagrams, electronic databases and the Internet, when conducting research expand and use a variety of tools and text features....
- 3.3 Organize, Record and Evaluate**
 - Categorize related ideas and information, using a variety of strategies, such as finding significant details and sequencing events in logical order
 - Produce oral, print and other media texts with introductions, middles and conclusions
 - Examine gathered information to decide what information to share or omit
 - Organize ideas and information by developing and selecting appropriate categories and organizational structures
 - Summarize and record information in a variety of forms
 - Evaluate usefulness, relevance and completeness of gathered information; address information gaps
 - Reflect on new understanding and its value to self and others
- 3.4 Share and Review**
 - Communicate ideas and information in a variety of oral, print and other media texts, such as media scripts, multimedia presentations, panel discussions and articles
 - Reflect on the research process, identifying areas of strength and ways to improve further research activities
- 4.3 Present and Share**
 - Select, organize and present information to appeal to the interests and background knowledge of various readers or audiences
 - Integrate a variety of media and display techniques, as appropriate, to enhance the appeal, accuracy and persuasiveness of presentations
 - Provide feedback that encourages the presenter and audience to consider other ideas and additional information
- 5.1 Respect Others and Strengthen Community**
 - Take responsibility for developing and sharing oral, print and other media texts and for responding respectfully to the texts of others
 - Create or use oral, print and other media texts in ways that are respectful of people, opinions, communities and cultures
- 5.2 Work Within a Group**
 - Generate and access ideas in a group, and use a variety of methods to focus and clarify topics for research or investigations
 - Share responsibility for the completion of team projects by establishing clear purpose and procedures for solving problems, monitoring progress and making modifications to meet stated objectives
 - Establish and use criteria to evaluate group process and personal contributions; set goals and make plans for improvement

Students will be encouraged to:

Demonstrate a concern for safety in science and technology contexts

CAREER PREP RESOURCES

**Here's Looking At Me:
Beginning a Career Portfolio**
(Introductory)

**Alberta Learning Information
Service (ALIS)
Government of Alberta Website**
www.alis.alberta.ca

**Get Noticed:
Resumes That Work!**
(Introductory)

**Get Attention:
Catchy Cover Letters!**
(Introductory)

**Get Hired:
Develop Great Interview Skills!**
(Introductory)

**Get Prepared:
Practice Your Interview Skills!**
(Introductory)

**Get Involved:
Start Volunteering!**
(Introductory)

**WorldWideWorkplace
Diversity**

**Alberta Learning Information
Service (ALIS) - Gov't. of Alberta**
Website: www.alis.alberta.ca

Safety 1st at Work

**Safety@Work
Level 1**

CAREER PREP LEARNER OUTCOMES

Students will:

- Develop self-awareness by coming to understand their own unique values, interests and accomplishments
- Understand the connections between their skills, strengths and interests, and future education and career choices
- Develop effective communication skills while presenting a preliminary portfolio to their teachers and peers

Career Planning Website

- Assessments
- Occupation Research

Students will:

- Be able to explain what a resume is
- Recognize the purpose and importance of a resume
- Be able to distinguish features of a high quality resume
- Identify the components of a resume
- Produce a functional resume

Students will:

- Understand what a cover letter is and how it differs from a resume
- Develop awareness of the importance and use of a cover letter
- Be able to identify characteristics of an excellent cover letter
- Recognize key components of a cover letter
- Compose a targeted cover letter

Students will:

- Be able to identify a variety of opportunities that may require an interview
- Be able to explain the purpose of an interview
- Recognize what needs to be prepared prior to attending an interview
- Learn how to present a positive first impression at an interview
- Develop an awareness of typical interview questions

Students will:

- Develop answers to typical interview questions
- Experience the process of preparing for an interview
- Recognize areas of interview strength and areas requiring improvement after participating in a mock interview

Students will:

- Recognize the benefits of volunteering.
- Be able to identify the qualities of an outstanding volunteer
- Understand how to select a meaningful / beneficial volunteering opportunity
- Develop ideas about where to volunteer in their community

Students will:

- Develop an understanding of terminology relevant to the discussion of diversity
- Be asked to challenge their perceptions about diversity
- Identify who contributes to Canada's diverse workforce
- Develop an awareness of how diversity impacts today's and tomorrow's labour market

Career Planning Website

- Assessments
- Occupation Research

Students will:

- Be able to enhance their appreciation of safety in the workplace
- Increase their knowledge of factors affecting workplace safety
- Realize the responsibility of workers for their workplace safety
- Become aware of the role played by law in workplace safety

Students will:

- Develop an understanding of the importance of safety in the workplace
- Become knowledgeable about the risk factors that apply to young workers
- Be able to identify and assess various safety and health hazards
- Recognize the role of both employers and employees in maintaining a safe and healthy work environment
- Develop an awareness of provincial laws established to ensure safe workplaces

Pick Up And Go Kits

- Features:**
- 40-80 minute sessions regarding the title topic
 - Field tested with grade 9 and high school aged youth
 - Minimal preparation required
 - Sessions can be delivered on their own or as a series
 - Activities can be tailored to reduce or expand time lines as required

INTRODUCTORY COLLECTION

Get Ready: Plan Your Career!	This introductory kit outlines a five step process to career planning and includes activities that explore practical ways to attain the specific goals for each of the five steps. Students will become aware of the career planning process as a tool they can use both immediately and throughout their lives to create the life that they want for themselves.
Get Started: Take the First Step!	Developed to follow the "Get Ready: Plan Your Career!" kit, this kit emphasizes the importance of self-evaluation as the first step in the career planning process. Students will participate in three self-assessment activities to begin the process of self-evaluation. Students will also complete a summary sheet of their self-assessment results that is ideal for placement in a portfolio.
Get Smart: Know Your Skills!	Before students begin developing resumes or writing cover letters it is imperative that they obtain knowledge of the vast array of skills they possess. This kit includes three checklists that assist students in identifying many of their skills. As well, an interactive component allows students the opportunity to learn skills that are developed through the variety of roles and activities that they may be involved in. The value of the transferability of these skills is emphasized.
Get Noticed: Resumes That Work!	Building on "Get Smart: Know Your Skills!" this kit will assist students in producing a skills-based, functional resume. This type of resume is ideal for students who do not yet have a lot of paid work experience. In addition to providing valuable background information about resumes, this kit also includes resume samples, a worksheet with useful tips and examples, and an electronic template that allows for ease of input and formatting of resume information.
Get Attention: Catchy Cover Letters!	The ability to compose an effective cover letter and package it with a resume is essential to self-marketing. This kit introduces students to the purpose and importance of cover letters and prepares them to write a cover letter targeted to a specific goal. Included in this kit are cover letter samples, a worksheet with helpful tips and examples and an electronic template that simplifies formatting of the cover letter.
Get Informed: Know Your Rights!	When students enter the workforce as part time workers it is important that they develop an understanding of the laws that surround both their employment and their work environment. Focusing on the Alberta Employment Standards Code, this kit includes a comprehensive handout of the regulations established for the hiring of young workers and an interactive ten question quiz that highlights a selection of the workplace regulations most pertinent to new and young workers. Practical strategies to assist students in dealing with breeches of these laws and their rights within their workplaces are outlined.
Get Hired: Develop Great Interview Skills!	A student's set of self-marketing tools would not be complete without developing excellent interview skills. In an interactive manner, this kit introduces students to information and techniques that will enhance their ability to handle interview situations. Students will learn about questions typically asked in interviews and about the value and advantages of both preparing in advance of an interview and presenting a positive first impression at the interview. The information in this kit may serve as the starting point for a practical mock interview experience using the Pick Up and Go Kit "Get Prepared: Practice Your Interview Skills!"
Get Prepared: Practice Your Interview Skills!	Providing a mock interview experience creates an excellent opportunity for students to practice the interview techniques and skills outlined in the Pick Up and Go Kit "Get Hired: Develop Great Interview Skills!" This all-inclusive kit contains handouts and worksheets designed to prepare the students for their mock interviews, a detailed outline for teachers of the steps involved in organizing the interviews, and a mock interview assessment form for interviewers to structure the feedback they provide to the students. As a culminating activity to the information introduced in "Get Hired: Develop Great Interview Skills!" students will receive practical suggestions on improving their interview skills for future use.
Get Involved: Start Volunteering!	Becoming a volunteer is an excellent way for students to enhance their workplace readiness, explore different occupations and work environments and gain a sense of self-worth and personal satisfaction. Through a series of interactive activities this kit will assist students in realizing the many benefits of volunteering, in developing an understanding of the ideal qualities and skills necessary to be a volunteer and in discovering options for meaningful volunteer involvement. Also included, in an appendix to this kit, is a set of forms that can be used to document and monitor student volunteer work as a potential follow up.

FROM GENERAL AND PORTFOLIO COLLECTIONS

Here's Looking at Me: Beginning a Career Portfolio	This pre-portfolio planning kit emphasizes self-knowledge and introduces the concept of collecting items for a future skills portfolio, sometimes referred to as a "ME Box". Designed for grades 9 and 10, students gain an understanding of their own strengths, skills and unique identities, and how these factors relate to future educational and occupational choices.
Safety 1st at Work	This kit explores employer and employee responsibilities related to safety in the workplace. With specific discussion related to equipment, identification of hazards and dialogue with employers, the goal of this topic is to empower young workers to ensure their own safety and wellness at work.
Wanted: One Great Employee	This kit encourages students to identify what skills are needed in the areas of: communication, personal management and attitude to be successful in the competitive market of today. Job maintenance strategies are also emphasized.